



**Idaho Soil  
Conservation Commission**

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**Governor**  
C.L. "Butch" Otter

**Commission Members**  
J. Morgan Evans, Chair  
Bill Flory, Vice-chair  
Joe Davidson, Secretary  
Dwight Horsch  
Dick Bronson

**Administrator**  
Sara Schmidt

## IDAHO SOIL CONSERVATION COMMISSION

### **Special Teleconference Wednesday, August 12, 2009**

2270 Old Penitentiary Road  
Boise, Idaho 83712

Lower Conference Room 4  
8:00 a.m. Mountain Daylight Time

### APPROVED MINUTES

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#### **Commission Members Present:**

Morgan Evans, Chair  
Bill Flory, Vice-Chair

Joe Davidson, Secretary  
Dwight Horsch

#### **Attendees:**

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|---------------------|---------------------|
| 1. Sara Schmidt     | 12. Gina Millard    |
| 2. Tony Bennett     | 13. Diane Miller    |
| 3. Carol Youtz      | 14. Scott Koberg    |
| 4. Kristin Magruder | 15. Harriet Hensley |
| 5. Lance Holloway   | 16. Terry Halbert   |
| 6. Claude Bruce     | 17. Randy Purser    |
| 7. Jessica Wells    | 18. Wayne Newbill   |
| 8. Stephanie Bowman | 19. Pamm Juker      |
| 9. Jody Bieze       | 20. Steve Miller    |
| 10. Charlene Wimpy  | 21. Keith Bybee     |
| 11. Karma Bragg     |                     |
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## **Welcome and Call to Order**

Chairman Evans called the teleconference meeting to order at 8:02 a.m. MDT. Self introductions of conference attendees followed.

A preliminary update on the Commission's authority and flexibility to enter into legal agreements with external organizations was provided by Harriet Hensley from the Attorney General's office. Agreements should be drafted in order to eliminate liabilities (i.e., employer/employee relationship) yet still meet the needs of the parties involved. Division of Purchasing allows the Commission to enter into agreements of \$75,000 or less. Other possibilities include using a grant approach for specific projects without competition. Agreement above \$75,000 must be competed. Hensley will provide a more detailed report at the September meeting.

The Idaho Soil Conservation Commission (ISCC)/Idaho Association of Soil Conservation Districts (IASCD) agreement from FY09 has some specific concerns because the agreement is with a corporation and could create employer/employee liability. Evans suggested that it should be discussed in more detail in September.

## **FY 2010 Budget Review**

Sara Schmidt discussed her philosophy in approaching budget setting: fiscal responsibility, honor commitments, and avoid furloughs. It was noted that the FY 2010 general fund appropriation is 12% less than FY09.

The multitude of budget accounts are being consolidated into management and field staff for easier tracking, which will show a slight increase in expenses. Personnel costs are based on 22 Full-Time Employees (FTEs) currently employed; not enough money in the budget to cover the two FTE vacancies.

Operating expenses have been increased slightly from FY09 due to extra travel, staff training, aging vehicle fleet, and possibility for need of outside contractors (i.e., engineering).

WQPA expenses of \$90,520 include \$65,520 for an existing agreement with conservation districts in Magic Valley.

The district allocations for \$800,000 were approved at the last meeting and have already been partially disbursed.

Schmidt proposes using Operating Expense account to cover the anticipated 5% personnel cost holdback to avoid furloughs.

Schmidt commended the Boise and field staff on their technical expertise, but through retirements, the district support portion has been nearly lost. On a temporary basis, she designated five field staff to provide interim support and service to the districts.

Upper Salmon Basin Watershed Program (USBWP) staffing will be streamlined and Schmidt is working to bring the Salmon contract staff on as state employees on a limited service.

## Watershed Advisory Groups (WAGs)

In FY09, approximately \$8500 was spent to support local district expenses in minute-taking and other administrative support, as well as renting meeting space.

**Bill Flory moved to support district Basin Advisory Group (BAG) activities budget for \$5000. Seconded by Joe Davidson. Discussion over funding priorities. Motion amended to support WAGs instead of BAGs with the approval of the second. Motion passed unanimously.**

## Idaho OnePlan

Newbill presented a budget request for FY10 of \$172,376 and FY11 of \$205,378. Flory inquired about the history of ISCC funding OnePlan. Schmidt responded that there is currently a written, signed agreement between Natural Resource Conservation Service (NRCS), OnePlan, IASCD and ISCC. The historical amount funded was \$30,000 per year but an additional \$27,000 was paid in June 2009 for FY10 expenses. Discussion continued to see if short-term funding could be established to keep OnePlan afloat while other funding avenues are researched.

**Flory moved to draft contract to support Idaho OnePlan for \$7500 to allow a three-month extension to consider federal funding. Seconded by Davidson. Motion passed.**

## Idaho District Employees Association (IDEA)

Discussion between Karma Bragg and Bill Flory began about the historical contribution of ISCC to IDEA. Per Bragg, maximum contribution has been \$2300 to cover employee workshops and \$1500 to cover travel expenses for IDEA president to attend meetings.

Wayne Newbill stated that anything IDEA receives from IASCD also comes from the Commission. Flory asked Newbill for copies of the IASCD minutes for last 18-24 months. Newbill will send a link to the website.

Evans and Schmidt asked if there was a limit to what ISCC could provide to an organization like IDEA and what flexibility there was for contracts under \$5000. Hensley advised that a mutually-agreeable document be created to eliminate verbal agreements between parties where reimbursement is assumed. There is almost complete flexibility to develop new contracts unless a signed contract is already in place. Commission members agreed that future agreements with other organizations will be in writing and signed.

Discussion continued about funding IDEA's Breakfast with the Chairman, which was not included in early figures quoted. Horsch requested two-year historical budget for projected and actual costs. Davidson agreed.

**Flory moved to budget \$500 for Breakfast with the Chairman. Seconded by Horsch. Motion passed.**

**Horsch moved to approved IDEA funding for \$3800 to cover training and travel only. Seconded by Davidson. Motion passed.**

103  
104 A formal Memorandum of Understanding will be drafted for IDEA and ISCC signature.  
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106 **Idaho Association of Soil Conservation Districts (IASCD)**  
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108 The Commissioners are hesitant to move forward on this issue given an absence of a  
109 detailed opinion from the AG's office.  
110

111 Discussion ensued about funding sources for IASCD. Original FY1993 appropriation gave  
112 a lump sum of \$48,000 to ISCC, which is discretionary. It was Foster's interpretation that  
113 the division directors are responsible for hiring the IASCD executive director, in the interest  
114 of the districts. Miller suggested that \$1100 per district could be deducted by ISCC from the  
115 annual allocation, which would be separate from the voluntary \$400 association dues.  
116 Steve Miller is concerned that if IASCD is not going to be funded by ISCC any longer, they  
117 need to know right away so alternate funding sources can be secured or IASCD will need to  
118 be shut down.  
119

120 Horsch said the Commission is hampered by not knowing if the original support contract is  
121 legal or not. Hensley will be giving an opinion on that issue to the Commission during the  
122 September meeting.  
123

124 **Horsch moved to defer any decisions on IASCD funding to the September meeting.**  
125 **Davidson seconded. Motion passed.**  
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127 In the FY 2011 Budget Request, the Commission requested additional funds to fully comply  
128 with Idaho Code § 22-2727. The Commission is asking for a FY2011 enhancement of  
129 \$431,021 for district support and a full 2:1 match.  
130

131 Davidson thanked Hensley for her support and input and asked her to consider educating  
132 and training for the Commissioners in handling state and other public funds. Hensley and  
133 Schmidt will investigate existing training modules that will help the Commissioners and  
134 ISCC staff.  
135

136 **Flory moved to adjourn the meeting at 9:45 a.m. Horsch seconded. Motion passed.**  
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138 There being no other business to discuss, the meeting adjourned at 9:45 a.m.  
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140 Respectfully submitted,  
141

142 Joe Davidson  
143 Secretary  
144 Idaho Soil Conservation Commission